

Part 1: Crew Brief

Fill in together before the race. Copy access rules, cutoffs and the race medical location from the runner manual.

Runner

Bib number

Race

Start date

Start time

Tracking link

Crew

Crew name	Phone	Shift (from - to)

Race medical: where and phone/radio

Local emergency number

911 in the US and Canada, 112 across Europe.

Race HQ / timing: where and phone

Emergency contact: name and phone

Allergies and medications (for clinicians)

Crew access: where crew may and may not go

Copy it from the runner manual: crew zone, pacer rules, where aid is not allowed.

Cutoffs and check-in times

Part 2: Runner Preferences

Written by the runner before the race, while rested. Crew follow it as written.

Default handoff

1. I call my order one visit ahead, for example: "Next lap: bottle and soup."
2. Crew have it ready and hand it over. No questions needed.
3. If I have not called anything, ask one closed question from the list below, then wait for my answer.
4. Give me the time or count I asked for. Save splits, race news and pep talks unless I ask.

If nothing was called, ask one of these

- Same as last time, or something different?
- Sweet or salty?
- Bottle swap: yes or no?
- Layer on, or layer off?
- Sit for two minutes, or keep walking?

My own either/or questions

Food and drink: yes, offer these

Food and drink: no, never offer

Who keeps count of food and fluid, and what they say if I fall behind

Caffeine: first dose (when), mg per dose, most per 24 h, last dose before sleep

Words that help

Words to avoid

Sleep plan: when, where, how long, who wakes me and how

When I want to stop

If I say I want to stop, accept it. Ask once: "Rest here first, or check out now?" Then help me do that. Do not make food, caffeine, a waiting period or another lap a condition. If I seem confused, or anything on the red-flag card applies, get race medical staff even if I say I am fine.

Runner's initials and date: _____

Part 3: Stop Log

One line per visit. Write what was taken, not what was offered, and caffeine in mg. Observations are for the next shift: changes in speech, gait, appetite or mood.

[illegible]

Part 4: Red-Flag Card

Clip this page where every crew member can see it.

Any one of these is enough. Do not wait to see whether it passes.

HEART, BREATHING AND COLLAPSE

- Chest pain, pressure or tightness
- Fainting, near-fainting or collapse
- Severe shortness of breath, or a racing or irregular heartbeat that does not settle with rest

FLUIDS, KIDNEYS AND MUSCLES

- Repeated vomiting, or unable to keep fluids down
- Puffy hands or face with weight gain, headache or nausea (a possible sign of overdrinking and low blood sodium)
- Tea- or cola-colored urine, or little or no urine, especially with marked muscle pain or weakness

BRAIN AND BEHAVIOR

- New confusion, disorientation, slurred speech or a sudden behavior change
- Hallucinations, or falling asleep while moving
- Declining responsiveness, or a seizure
- Repeated falls, stumbling or loss of coordination
- Severe or worsening headache, especially with nausea or vomiting

TEMPERATURE AND INJURY

- Unable to keep warm, uncontrollable shivering, or hot and confused
- Rapidly worsening illness, or an injury that changes the runner's gait
- Spreading redness, warmth, pus or fever around a wound or blister

Stop the runner in a safe place and get race medical staff. Call local emergency services if the situation looks life-threatening. Do not send an impaired runner back onto the course.

Who to call

Race medical: where and phone/radio

Race HQ / timing: where and phone

Allergies and medications (for clinicians)

Local emergency number

911 in the US and Canada, 112 across Europe.

Emergency contact: name and phone

Part 5: Shift rota: 24- and 48-hour loop races

- Routine visit: under 2 minutes, ideally a walking handoff.
- Planned change (socks, layers, feet): about 8 minutes, called a lap ahead.
- Budget about 1 hour off the loop per 24 hours: twelve 2-minute visits, two 8-minute changes, 20 minutes spare.
- 4-hour shifts with a 15-minute overlap at each change. The most rested person takes midnight to 4 AM.
- Handover: last three log lines, the order already called, caffeine so far (time, mg), sleep status, anything unusual.
- 48 hours: write the planned sleep windows into the rota and log the actual sleep and wake times.

Race length: 24 h / 48 h (circle one)

Start time: _____

Race hours	Clock	Crew on	Handover done (initials)
0-4 h			
4-8 h			
8-12 h			
12-16 h			
16-20 h			
20-24 h			
24-28 h			
28-32 h			
32-36 h			
36-40 h			
40-44 h			
44-48 h			

24-hour race: use the first six rows.

Part 5: Between-yard countdown: backyard ultras

- Time at base = 57 minutes minus loop time: a 45-minute loop leaves 12 minutes, 50 leaves 7, 55 leaves 2.
- The runner heads for the corral at the 3-minute whistle and must be inside it at the bell.
- No personal aid during a yard: everything for the loop leaves base with the runner.

Typical loop time: _____ min Time at base = 57 - loop time = _____ min

Clock	Crew does
__:__ (arrival)	Chair out, the called items in hand. Say the minutes left at base. Log time in.
First 2 min	Hand over the food and drink they called for.
Until 57:00	Feet or layers only if called. Pack the next loop: bottle, food, light, layer.
57:00 (3-min whistle)	Say "Three minutes." Hand over the packed items. Runner stands up.
58:00 (2-min)	Walk with them toward the corral. Check bottle and light.
59:00 (1-min)	Runner is inside the corral. No more handoffs.
60:00 (bell)	Log time out. Get the next called order ready.

Loop and base times: multidayrunning.com/tools/backyard-ultra-calculator

Part 5: Crew-car page: point-to-point 100s and 200s

- Copy the earliest and latest ETAs from the crew and drop-bag planner.
- Arrive 30 minutes before the earliest ETA and set out the called order.
- If the runner is 60 minutes past the latest ETA, check the tracker, then call race HQ. Do not drive the course looking for them.
- Leave after the runner does. Nobody drives drowsy: swap drivers or nap first.
- Handover script (crew to crew, or to a pacer): time out, what was taken, next order, caffeine so far (time, mg), sleep so far, anything unusual.

Crew point	Mile / km	Earliest ETA	Latest ETA	Drive time, parking	Runner called for

Crew car: who drives each leg, where the car sleeps

Handover notes

Arrival windows: multidayrunning.com/tools/crew-drop-bag-planner

Part 5: Daily foot and sleep log: 6-day races

- Foot check once a day at the same time, after the main sleep: shoes and socks off, both feet, good light.
- Take hot spots and blisters to the race foot-care team the same day, and log what was done.
- Log the sleep that happened, not the plan, and compare it with the sleep plan in Part 2.
- While the runner sleeps, one crew member stays on, alarm set, and wakes them as Part 2 says.

Day	Sleep: start - wake	Foot check: hot spots, blisters, swelling	Shoes / socks changed	Distance or laps	Notes
Day 1					
Day 2					
Day 3					
Day 4					
Day 5					
Day 6					